



Public Affairs Office

Publicity Request



Organization Requesting Publicity:

Event Title/ Reason for Request:

Date and Time of Event:

Location:

Registration Deadline:

Posters: (size A-3) how many _____ (maximum 10)

Flyers: Letter how many _____ (max 25) Statement (half of letter) how many (max 50)

Information on Event:

please check if you are with MWR and need the statement * Reasonable accommodations for individuals with special needs will be provided*

POC: E-mail

Phone: Date Submitted:

The Public Affairs Office reserves the right to make creative adjustments to submitted graphics and information

The above submission is a request, the Public Affairs Office will do everything possible to ensure that the information receives the widest dissemination. However, depending upon the number of requests received and the deadline of publications the request may not be publicized using ALL mediums. In order to ensure that it gets the broadest publicity it is vital that the request be submitted as early as possible. Posters/ Flyers will have a 15-30 day turn around for pick up provided all needed materials are provided with original request.

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